

By Laws

HAMMOND BAY BAPTIST CHURCH (NANAIMO, B.C.)

Article I - GOVERNMENT

The government of this Church is vested in the body of members who compose it. Thus the final authority for decision shall be the congregation to whom the Board, officers and staff are responsible.

ARTICLE II. - CHURCH COVENANT

Having been led by God's Spirit to follow Jesus Christ as our Lord and Savior and upon this confession of faith through water baptism, we now in the presence of God and this assembly earnestly covenant to join together with Christ and his Church.

In so doing, we recognize that it is God's grace which has brought us to Himself and enables us to continue our obedience to Him. With this in view, by God's grace, we shall strive together for both the peace and purity of this church; to sustain its worship and steadfastly to cherish its ordinances, discipline and doctrine. We shall also strive as faithful stewards, to contribute such time, talent and money in the measure that God would prosper us. In so doing, we recognize that we are executing our unique tasks and gifts as a member of Christ's body, and under His Lordship.

In giving ourselves to God and to each other, we realize that together and individually, we are ambassadors for Christ. We thus realize that we are to continue the ministry of Jesus. Empowered by God's Spirit, we endeavor to be God's agents in every activity of life; in our family relationships, in our employment, in our financial affairs, in our worship, in our leisure, and in our attitudes.

We thus covenant to follow the distinctive Christian example modeled by Jesus and clarified in the Scriptures. In so doing, we shall separate ourselves from the world, be refraining from evil practices, and by following Christ's example in every activity of life. In so doing, we recognize that true discipleship is not a harness or a burden. Rather, it is true freedom found in submission to Jesus and in a vital relationship with Him.

Essential to this lifestyle and to our lives are the Bible, prayer, preaching, the church, baptism, the Lord's Supper, and anticipation in the blessed hope of our Lord's return.

ARTICLE III. - STATEMENT OF FAITH

1. *The Word of God.*

We believe that the Bible is the word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit and that it has supreme authority in all matters of faith and conduct.

2. *The Trinity.*

We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.

3. *God the Father.*

We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

4. *Jesus Christ.*

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal visible return to earth.

5. *The Holy Spirit.*

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and keeps every believer until the day of Christ as an abiding helper, teacher and guide.

6. *Satan.*

We believe Satan is a created Angel, a wicked personal being who constantly opposes Christ by tempting men to sin and works to prevent the spread of the Gospel. We believe Satan's influence over every believer has been made ineffective by the death and resurrection of our Lord Jesus Christ.

7. *Regeneration.*

We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Lord and Savior are regenerated by the Holy Spirit.

8. *The Church.*

We believe in the universal Church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work and fellowship. We believe that God has laid upon the members of the local Church the primary task of giving the Gospel of Jesus Christ to a lost world.

9. *Christian Conduct.*

We believe that a Christian should live for the glory of God and the well being of his fellowmen; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full stature of maturity in Christ.

10. *The Ordinances.*

We believe that the Lord Jesus Christ has committed two ordinances to the local church; baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

11. *Religious Liberty.*

We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority, that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

12. *Church Co-operation.*

We believe that local churches can best promote the cause of Jesus Christ by co-operating with one another in a denominational organization. Such an organization, whether a regional or district conference exists and functions by the will of the churches. Co-operation in a conference is voluntary and may be terminated at any time. Churches may likewise co-operate with inter-denominational fellowships on a voluntary independent basis.

13. *The Last Things.*

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

ARTICLE IV. - AFFILIATION

This society shall maintain fellowship with the Baptist general Conference and the Columbia Baptist Conference in accordance with Article III, section 12 of this constitution.

ARTICLE V.

Clauses 3, 4, 5, & 6 are unalterable in accordance with section 22 of The Societies Act.

ARTICLE VI – ADDITIONAL AFFILIATION

This society shall also maintain fellowship with British Columbia Baptist Conference and the Baptist General Conference of Canada.

This article is unalterable.

ARTICLE VII – PROFIT AND GAIN

The purposes of this Society shall be carried on without pecuniary gain to its members, and no dividends shall be declared or paid and any profits or other accretions to this Society shall be used in promoting its objectives.

This article is unalterable.

ARTICLE VIII – DISSOLUTION OF THE SOCIETY

Upon the dissolution of this Society and after payment of all debts and liabilities, the remaining property of the Society shall be transferred to the British Columbia Baptist Conference or its successor.

This article is unalterable.

ARTICLE IX – DISPOSITION OF PROPERTY

A. Division

In case of organic division of Church membership, the Church property shall belong to those members who abide by the Constitution and Bylaws. In case of controversy over who is abiding by the Constitution and Bylaws, the Executive Committee of the British Columbia Baptist Conference shall make the final decision.

B. Consolidation

Should conditions arise where consolidation with another Christian Church would be advisable, the Board in consultation with the Executive Committee of the British Columbia Baptist Conference shall be authorized to negotiate the terms of such consolidation in so far as property is concerned and bring recommendations to the Church for decision.

This article is unalterable.

ARTICLE X - MEMBERSHIP

The Church reserves the right to admit or terminate membership

A. Qualification -

Any person confessing faith in Jesus Christ as personal Saviour and Lord of his/her life, and giving evidence of regeneration, and who accepts the views of faith and practice held by this church, may be a candidate for membership.

B. Procedure for Admission -

1. The candidate for membership shall be interviewed by at least two Deacons and/or the Pastor.

2. The candidate shall be recommended to the assembled Church at any regular meeting and testimony of his/her personal faith in Christ may be given. The Church shall subsequently vote upon the recommendation from the interviewing Deacons and Pastor regarding the candidate.
3. The candidate shall:
 - a. Be baptized by immersion before the assembled Church or
 - b. Declare to the satisfaction of the Church that he/she has been regenerated and baptized by immersion.
4. The candidate shall be welcomed into the membership of the Church at any worship or business meeting of the Church.

C. Definition of an Active Member -

1. A member of the Church is expected to attend its meetings, to work for its growth, to fittingly represent his/her Lord and Church in the community and to contribute regularly and according to his ability.
2. Members shall strive with God's help to uphold the beliefs of the Church. If at any time a member finds himself/herself opposed to the fundamental doctrines of the Church he/she shall not disrupt its fellowship but shall quietly withdraw from its membership.

D. Definition of an Inactive Member -

1. An inactive member is a member of the Church who is unable to fulfill his/her responsibilities as an Active member but requests to remain on the membership role as an Inactive Member.
2. The Church reserves the right to place members who are not fulfilling their responsibilities on an Inactive Membership status. Such action will be made by the decision of the Church upon recommendation from the Board. All such action by the Church will be preceded by an attempt by the Pastor and/or Deacons to restore such people to participation in the life of the Church. Such decision will be followed up by written notice to these members that they have been placed on an Inactive status.
3. Inactive members have no voting privileges.
4. Inactive members can be restored to Active Member status by recommendation of the Board to the Church.

E. Voting -

A voting member is an active member who is 18 years of age or older.

F. Termination of Membership -

1. Whenever a member joins another church, his/her membership in Hammond Bay Baptist Church in Nanaimo automatically terminates. A letter of transfer may be granted upon request.
2. The Deacons will review the membership roll every June and December. Any member who voluntarily fails to make a favourable contact with the Church for six months will be considered a member not in good standing and shall be contacted, if possible, by the Deacons or the Pastor. (A favourable contact is attendance at one Sunday service per month for three successive months including one Lord's Supper service in three months). If he/she then fails to make a favourable contact with the Church, his/her name shall be dropped from the Church membership. All such deletions shall become official at a duly called business meeting of the Church.

G. Discipline of Members

1. Members who persist in living unchristian lives, disseminate false doctrine, stir up disunity in the Church or who habitually neglect their Church obligations may be removed from membership. The Pastor and/or

Deacons shall seek to meet with all such persons in order to restore them to fellowship. When efforts to restore such members fail, such members can be removed by the action of the Board on behalf of the Church. All such actions will be reported to the Church.

2. In all cases of grievances between members, the offenders shall be dealt with in accordance with the rules set forth in Matthew 18:15-20. No public charge shall be made until such reconciliation has been attempted. Charges shall be written and submitted to the Board for further action and possible Church decision.

H. Restoration of Members

A former member of the Church who was dismissed from membership may be restored to full membership by recommendation of the Board and the vote of the Church.

Article XI- Officers

A. Biblical Offices -

1. Pastor and Associate Pastors
2. Deacons -
There will be a minimum of three (3) Deacons for the first one hundred members. One Deacon shall be added for each additional twenty-five (25) members to a maximum of 12 Deacons.

B. Ministry Offices -

1. Treasurer
2. Financial Secretary
3. Church Clerk
4. Chairperson

C. Qualifications, Duties & Terms of Office -

1. Pastor, Associate Pastors
 - a. Qualifications
 - i. A Pastor must be a person whose life is consistent with the Scriptural statements in I Timothy 3:1-7; Titus 1:5-9
 - ii. A Pastor must adhere to the statement of faith of the Church
 - iii. A Pastor must be sympathetic and cooperative with British Columbia Baptist Conference and Baptist General Conference of Canada.
 - b. Duties
 - i. The Pastor shall preach the Word of God, oversee the practice of the ordinances, exercise a concern for the spiritual needs of the Church and work with the Deacons to develop the Church's strength for the best possible service.
 - ii. The Pastor shall be an ex-officio member of the Church Board, all committees and auxiliary organizations of the Church
 - iii. The Pastor is responsible to provide leadership to the staff, Board and congregation so that the Church's purpose is being accomplished.
 - c. Term of Office -
The Pastoral term of office will be indeterminate

2. Deacon -
 - a. Qualifications -
 - i. A Deacon must be a person whose life is consistent with the Scripture in I Timothy 3:8-13
 - ii. A Deacon must adhere to the statement of faith of the Church
 - iii. A Deacon must be a member in good standing with his church and in his relationship with his pastor(s).
 - b. Duties
 - i. The Board of Deacons (hereinafter referred to as the Board) shall have responsibility for the administration of all Church business. Every acquisition, sale or mortgage of Church property must be authorized by the Church.
 - ii. The Board shall have authority for non-budget expenses of up to 5% of the annual budget in total for the year.
 - iii. The Board shall elect its own chairperson and its own secretary and organize itself so as to efficiently carry on its duties. The Board secretary will prepare minutes of the meetings and have custody of all Board minutes.
 - iv. The Board shall work along with the pastor to arrange for leadership of the regular services in his absence.
 - c. Term of Office
 - i. Deacons shall be elected for terms of three years for a maximum of two successive terms. A Deacon elected for two successive terms, shall be ineligible for re-election until the lapse of one year. As far as practical, one third of the Board shall be elected each year. Office shall be assumed following the Annual Meeting.
 - ii. Removal of Board Members: A Board member shall be presumed to have vacated his office if he/she ceases to be an active member. A Board member may also be removed from office for failure to attend meetings of the Board without reasonable cause, or for conduct impairing his efficiency. If a replacement is deemed advisable, by vote of three-fourths of the other members of the Board, it may so recommend to the Church. The Church then by simple majority, may vote to replace him. Action to remove a Board member may also be initiated by the Church.
3. Financial Officers (Treasurer, Financial Secretary)
 - a. Qualifications
 - i. Financial officers shall be members in good standing.
 - b. Duties
 - i. Treasurer - Shall keep an accurate record of all receipts and disbursements and shall make payments of all obligations incurred by the Church as provided by the Church budget or upon approval by the Church or the Board. All cheques must be signed by a signing officer. The Treasurer will provide quarterly financial statements to the Board.
 - ii. Financial Secretary - Shall keep an accurate record of all monies received and provide members with contribution envelopes and provide annual statements of accounts to each contributor. All monies received will be counted by at least 2 people. The Financial Secretary will be responsible to oversee this and to appoint members in good standing to assist with this task.
 - c. Term of Office
Shall be elected annually and may be elected for any number of terms.
4. Church Clerk
 - a. Qualifications - Shall be a member in good standing.

- b. Duties
 - i. Shall keep a record of proceedings of the Church, take charge of all records, issue letters of transfer or dismissal as directed by the Church and keep a register of names and addresses of all members of the Church.
 - ii. Shall make an annual report of membership to the Church at the Annual General Meeting.
 - iii. Shall supply required reports to all government bodies.
 - c. Term of Office

Shall be elected annually and may be elected for any number of consecutive terms.
5. Chairperson
- a. Qualifications - Shall be a member in good standing
 - b. Duties

The Chairperson will preside at all business meetings of the Church.
 - c. Term of Office

Shall be elected annually and may be elected for any number of consecutive terms.

D. General Responsibilities

1. All officers shall cooperate with the Board and shall be responsible to the Board and submit written reports at each Annual Meeting.
2. Resignation of any officer shall be submitted in writing to the Board and will be effective after due process.
3. A failure to carry out the duties of an office will lead to review by the Board and possible dismissal by recommendation to the Church.

Article XII Committees

A. Ministry Committees

The Church and the Board shall carry out their work as far as possible through committees or ministry coordinators who shall be appointed by the Church or the Board as deemed necessary.

B. Nominating Committee

1. The nominating committee shall be made up of four to five members elected by the Church at each annual meeting.
2. The nominating committee shall nominate spiritually qualified, competent and available people to serve as officers of the Church (excluding pastoral staff).
3. The Board shall fill vacancies that occur during the year.
4. The nominating committee shall post its report at least 30 days prior to the Annual Meeting. Additional nominations must be presented in writing to the committee chairperson at least 10 days before the elections. The nominating committee will confirm the eligibility of the nominee and obtain the consent of the nominee prior to adding the name to the ballot.
5. The members of this committee shall serve for one year terms up to a maximum of 3 consecutive years. A lapse of one year shall be required before re-election.

Article XIII - Meetings

A. Worship

The Church shall meet for worship weekly and may schedule other meetings as deemed necessary.

B. Business Meetings

1. Any ordinary matter of business requiring action by the Church may be presented and acted upon at any scheduled meeting of the congregation.
2. The annual business meeting of the Church shall be held within 2 months of the end of the fiscal year at the direction of the Board.
3. Quarterly business meetings shall be held at the discretion and direction of the Board.
4. Special business meetings of the Church may be held at any time by order of the Church Board, the Chairperson, or upon written request of a quorum of the membership. Such requests shall be submitted to the Chairperson of the Church.
5. Quorum
 - a. The quorum for business meetings shall be 20% of the active membership but never less than 3 members.
 - b. For calling or dismissal of any pastoral staff members, the quorum shall be 50% of the active membership but never less than 3 members.
 - c. Should for any reason a quorum fail to meet to conduct a special business meeting after the membership has been notified properly for two meetings, the members who meet for the third meeting upon notification to this effect, shall constitute a special quorum for conducting of the called business.
6. Notice of Meetings
 - a. Notice of meetings shall be given at least two Sundays in advance and shall specify the place, the day and hour of the meeting, and in the case of special business, the general nature of that business. Such notice shall be read at the regular services for two consecutive Sundays preceding the meeting. Notice of meeting will also be posted on the bulletin board of the Church for public information and notice.
 - b. Accidental omission to give notice of a meeting to or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.
7. Absentee Ballots
Absentee ballots will not be accepted.
8. Rules of Order
Robert's Rules of Order Revised, shall be used as a resource. The Bible is our authority and the spirit of the law must prevail at business meetings.

Article XIV - Elections

A. Time

The annual election of officers shall be held at the annual meeting.

B. Procedure

The nominating committee shall present the names of at least one person for each office. (See article IV.B. Nominating Committee for nominating procedures). All elections shall be by written ballot unless the membership chooses otherwise. A plurality of the ballots cast is necessary for the election of any office.

Article XV - Pastoral Relations

A. Establishment of the Pastoral Relationship

1. Selection and Duties of the Search Committee.
 - a. When it is necessary to call a Pastor, a representative search committee consisting of two Board members and three members at large shall be recommended by the Board and ratified by the Church.
 - b. After consultation with the Board, the committee shall formulate the terms of the call and present them for ratification by the Church.
 - c. This committee shall then seek a suitable candidate for Pastor of the Church and shall arrange for the Church to become acquainted with only one candidate at a time.
 - d. The candidate shall meet with the Search Committee and the Board for discussion re: suitability, doctrine and philosophy of ministry; he must receive a unanimous vote by the Search Committee and Board before being presented to the Church as a candidate.
2. Extension of the Call
 - a. The recommendation of the search committee concerning the call of a Pastor shall be presented to the Church at a specially called business meeting.
 - b. A vote of 75% of the members present and voting shall be necessary to extend a call (See Article XIII.5.b. for Quorum). The vote shall be by written ballot.
 - c. When the call has been approved by the Church, it shall be sent to the candidate by the Church clerk. The candidate's written acceptance of the call shall establish the pastoral relationship as of the date agreed upon by the Church and the candidate.

B. Working Arrangements with the Pastor

The Pastor's salary, provisions for his vacation, participation in opportunities for service or professional growth and other terms of the call shall be fixed at the time of the call and shall be reviewed by the Board periodically, and especially when preparing the annual budget.

C. Dissolution of the Pastoral Relationship

1. Resignation - When a Pastor resigns, the letter of resignation shall be read first to the Board. The Pastor shall then have the option to present the letter of resignation to the Church. The Board will make a recommendation to the Church regarding the date of dissolution of the pastoral relationship at a regular or special business meeting. Normally the date of dissolution shall be 30-60 days after the presentation of the resignation to the Church. The Church can extend this period. If in the judgment of the Church the continuance of the Pastor's ministry should be undesirable, the relationship may be discontinued immediately, but the salary shall be continued at least 30 days.
2. Dismissal - Any proposal to dismiss the Pastor shall be referred to the Board for consideration and counsel with the Pastor in an attempt to correct the grievances. If the grievances are not or cannot be corrected, the Church may dissolve the pastoral relationship upon recommendation from the Board and a 75% majority vote by written ballot of the qualified voters present and voting at a special business meeting. The Board shall be required to present to the Church any written request for the dismissal of the Pastor when signed by 20% of the qualified active membership of the Church. If such petition fails, any officer who signs the petition will immediately relinquish his/her office. They would be eligible for re-election after a minimum period of one year providing his/her attitude toward the pastor has changed.
3. Areas of Proper Grievance - Typical area of grievance include doctrinal

deviation, immoral conduct or professional incompetence.

Article XVI - Other Employees

New salaried positions with appropriate job descriptions shall be employed by the Board providing adequate financial provisions are present in the budget. Terms of employment shall be fixed at the time of employment. Salaried employees shall be under the general supervision of the Pastor and Board.

Article XVII - Finances

A. Fiscal Year

The fiscal year of the Church will be January 1 - December 31.

B. Finances

Finances necessary for supporting the Church and its mission shall be obtained through voluntary tithes, gifts and offerings. Fund raising projects and additional appeals for funds budgeted or non-budgeted may be made as deemed advisable by the Board. Church approved programs will be financed through the treasury of the Church.

C. Borrowing

Subject to the Society Act, the Board shall not borrow any money without the prior approval of the Church.

Article XVIII - Amendments

These Bylaws may be amended at any regular or special business meeting of the Church by a 75% vote of the members present and voting. Notice of the amendment must be given according to the rules for the notice of meetings.